

MANAGEMENT NOTICE

Vacancy Announcement

American Consulate General, Guayaquil

Number:	2009-HR-015	To:	ALL EMPLOYEES / ALL AGENCIES
Date:	May 21, 2009	From:	Michael Warren - Management Officer
Subject:	ADMINISTRATIVE ASSISTANT (DHS/ICE)		

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant (DHS/ICE),
FSN- 8 / FP-6* Full Performance Level
FSN – 7 / FP-7 * Trainee Level

OPENING DATE: May 22, 2009

CLOSING DATE: June 5, 2009

WORK HOURS: Full time; 40 hours per week

SALARY: *Not-Ordinarily Resident:
Full Performance Level: US\$37,828 p.a. (Starting salary)
(Position Grade: FP-6 To be confirmed by Washington)
Trainee Level: US\$33,817 p.a. (Starting salary)
(Position Grade: FP-7 To be confirmed by Washington)

*Ordinarily Resident:
Full Performance Level FSN-8: US\$26,108, p.a. (starting salary)
Trainee Level FSN-7: US\$21,747, p.a. (starting salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.

The U.S. Consulate General in Guayaquil-Ecuador is seeking an individual for the position Administrative Assistant in the Department of Homeland Security/ Immigration and Customs Enforcement Office.

BASIC FUNCTION OF POSITION

This position is located in the office of Department of Homeland Security (DHS)/Immigration and Customs Enforcement (ICE) Assistant Attaché Guayaquil, Ecuador Office. In support of the ICE Assistant Attaché Guayaquil Service's mission overseas, the incumbent manages, coordinates and performs a variety of administrative, liaison, and investigative services; in addition to providing resource management advice and assistance to the DHS Assistant Attaché and other staff members assigned to the Office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (593-4) 2323570 ext 210.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a) **Education**: Minimum of two years of University Studies is required.
- b) **Prior Work Experience**: At least two years of experience working in administrative management including monitoring and formulation of budgets and a year experience in investigative procedures is required.
- c) **Post Entry Training**: On the job training.
- d) **Language Proficiency**: Level III (good working knowledge) written-spoken English and level IV (fluent) spoken/written in Spanish are required.
- e) **Job Knowledge**: In addition to knowledge, skills, and abilities, the incumbent, must have knowledge of accounting, computer programs and internet usage.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- a) Application for U.S. Employment Form (Please see the website); or Federal Employment - OF-612 (Only for eligible Family Members);
- b) A current resume or curriculum vitae that provides the same information as an OF-612 or Employment Form;
- c) Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- d) Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
- e) **A cover page stating how applicant meets all requirements stated above**

SUBMIT APPLICATION TO

- 1) Per email (**preferred method**)
GYQrecruitment@state.gov
- 2) Per hand delivery
U.S. Consulate General Guayaquil
9 de Octubre y Antepara
Guayaquil
Attention: Human Resources Office

NOTE: If you send your application thru email please do not bring it to the Consulate. We will send you a confirmation email.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
- 2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
- 3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
- 4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
- 5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under the American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: JUNE 05 2009

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DHS/ICE: BPillot / GCancio
HR: MWarren/ANegrete
FMO: TSchmitz/MTorres